



April 22, 2025

Mayor Guy Titus  
Board of Public Works and Safety  
10 South State Street  
Greenfield, IN 46140

Re: Greenfield Wastewater Utility – Collection System Flow Monitoring

Mayor and Board Members,

We recently met with representatives from Commonwealth Engineers, Inc. and American Structurepoint, Inc. to begin the process of completing a Master Plan for the Wastewater Utility's sanitary sewer collection system. While we are not yet ready to move forward with the full project, we need to collect some system data for the consultants to complete a hydraulic model of our system. Spring and early summer are the ideal time to complete this portion of the study so that we can see the variations in the system flows during wet and dry weather. We currently have a general services agreement with Commonwealth Engineers, Inc. and they have provided the attached Task Order #2025-01 to complete this work. Their proposal includes 3 months of flow monitoring at 13 different locations throughout the city and the installation of 2 rain gauges. The total cost for the 3-month flow study would be \$128,316.00. However, if we obtain the needed data prior to the end of the second month, we can request that the meters and rain gauges be removed prior to the start of the third month with a 2-week notice to the engineer.

At this time, I am requesting that the Board approve Task Order #2025-01 for the estimated hourly, not to exceed cost of \$128,316.00. A copy of the proposal has been included for your review. Please let me know if there are any questions or if any other information is needed at this time.

Best Regards,

A handwritten signature in blue ink, appearing to read "Nicholas Dezelan".

Nicholas Dezelan, CHMM, ASP  
Wastewater Utility Manager

Cc: Gregg Morelock – City Attorney  
Glenn Morrow – City Engineer  
Jane Webb – Utility Coordinator

**Wastewater Utility**  
809 South State Street: Greenfield, Indiana 46140  
[wtp@greenfieldin.org](mailto:wtp@greenfieldin.org)  
Phone 317-477-4360 Fax 317-477-4361

**TASK ORDER**

This is CEI Task Order No. 2025-01, consisting of 4 pages.

**Task Order**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 13, 2019 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- A. Effective Date of Task Order: \_\_\_\_\_
- B. Owner: City of Greenfield, Indiana
- C. Engineer: Commonwealth Engineers, Inc.
- D. Specific Project (title): Wastewater Collection System Flow Metering
- E. Specific Project (description): This project includes deploying temporary flow meters and rainfall gauges throughout the City’s wastewater collection system. The data collected during the monitoring period will be utilized to calibrate a sanitary hydraulic model as further described Project Description and Scope of Services and Engineering Fee Estimation dated April 8, 2025

2. Services of Engineer

A. Other Services

Engineer shall also provide the following services: as further described Project Description and Scope of Services and Engineering Fee Estimation dated April 8, 2025

- B. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: N/A

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Action</u>	<u>Schedule</u>
Other Services - Task 1 - Flow and Rainfall Metering	Up to 3-months flow metering commencing with the installation of meters per GRIPP’s schedule

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**Attachment 1 - Task Order Form**

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation (Lump Sum or Hourly Rates)
1) Basic Services (Part 1 of Exhibit A)		
a. Other Services - Task 1 - Flow and Rainfall Metering	\$128,316.00	Hourly

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Consultants retained as of the Effective Date of the Task Order: Gripp, Inc.

7. Other Modifications to Agreement and Exhibits:

a. Article 8.05, “Engineer’s Certifications”, of the Agreement is hereby amended to include the following:

“B. Pursuant to Indiana Code 22-5-1.7-11, the Engineer entering into this Agreement with the Owner is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Engineer is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The Engineer hereby certifies to the Owner that the Engineer does not knowingly employ an unauthorized alien. The Engineer further affirms that, prior to entering into its Agreement with the Owner, the Engineer has enrolled in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

The Engineer shall provide to Owner a sworn affidavit on an annual basis or as requested by the Owner.

C. Pursuant to Executive Order 13846, the Engineer hereby certifies to Owner that Engineer is not engaged in Investment Activities in Iran.”

8. Attachments:

- Commonwealth Engineers, Inc., Standard Hourly Rates and Reimbursable Expenses Schedule, July 1, 2024 – June 30, 2025.
- Project Description and Scope of Services and Engineering Fee Estimation dated April 8, 2025
- Proposal for Gripp, Inc

9. Other Documents Incorporated by Reference: Exhibit A, B, and C.

10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_, \_\_\_\_\_.

OWNER:  
CITY OF GREENFIELD, INDIANA

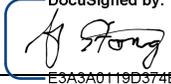
By: \_\_\_\_\_

Print Name: Guy Titus

Title: Mayor

Date: \_\_\_\_\_

ENGINEER:  
COMMONWEALTH ENGINEERS, INC.

By:  \_\_\_\_\_  
DocuSigned by:  
E3A3A0119D374E3...

Print Name: Albert C. Stong, P.E.

Title: President

Date: 4/16/2025

Engineer License or Firm's  
Certificate No. (if required): 10201336

State of: Indiana

Attest:

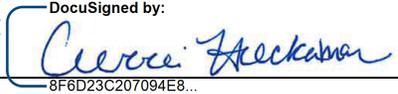
By: \_\_\_\_\_

Title: Lori Elmore  
Clerk-Treasurer

Attest:

By:  \_\_\_\_\_  
DocuSigned by:  
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Title: CFO

CFO/Accounting  
Approval:  \_\_\_\_\_  
DocuSigned by:  
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DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: 10 S. State Street, Room 133  
Greenfield, IN 46140

E-Mail Address: \_\_\_\_\_

Phone: (317) 477-4300

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Albert C. Stong, P.E.

Title: Project Manager

Address: 7256 Company Drive  
Indianapolis, In 46237

E-Mail Address: astong@contactcei.com

Phone: (317) 888-1177

Attachment 1 - Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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and American Society of Civil Engineers. All rights reserved.

**COMMONWEALTH ENGINEERS, INC.**  
**STANDARD HOURLY RATES AND REIMBURSABLE EXPENSES SCHEDULE**  
**July 1, 2024 – June 30, 2025**

<b>Billing Class</b>	<b>Rate Per Hour</b>	<b>Billing Class</b>	<b>Rate Per Hour</b>
Principal III	\$ 120.77	Environmental Scientist II	\$ 36.98
Principal II	\$ 110.81	Environmental Scientist I	\$ 33.31
Principal I	\$ 101.29		
		Construction Manager	\$ 63.38
Project Manager IV	\$ 100.25		
Project Manager III	\$ 93.79	Resident Project Representative IV	\$ 50.02
Project Manager II	\$ 76.49	Resident Project Representative III	\$ 41.79
Project Manager I	\$ 68.86	Resident Project Representative II	\$ 37.72
		Resident Project Representative I	\$ 33.64
Senior Electrical Engineer	\$ 93.79		
		Clerical III	\$ 41.80
Senior Process Engineer	\$ 82.97	Clerical II	\$ 31.45
		Clerical I	\$ 23.07
Project Engineer IV	\$ 77.87		
Project Engineer III	\$ 62.41	Reproduction Processor	\$ 28.84
Project Engineer II	\$ 58.82		
Project Engineer I	\$ 54.54	Trainee	\$ 22.41
Engineering Intern III	\$ 48.48	CADD Specialist IV	\$ 47.43
Engineering Intern II	\$ 45.59	CADD Specialist III	\$ 43.09
Engineering Intern I	\$ 41.12	CADD Specialist II	\$ 36.85
		CADD Specialist I	\$ 29.51
Designer IV	\$ 60.37		
Designer III	\$ 55.28	Chief Technology Officer	\$ 70.17
Designer II	\$ 49.88	IT Tech	\$ 32.92
Designer I	\$ 40.26	Multimedia Coordinator	\$ 55.69
Operations Specialist	\$ 49.10	Survey Manager	\$ 64.58
		Surveyor	\$ 50.86
		Project Surveyor	\$ 45.69
		Field Technician	\$ 38.87
Environmental Compliance Manager	\$ 59.51		
Compliance Specialist	\$ 33.31	Grants Manager	\$ 63.49

In order to arrive at the total billing rate, the above direct payroll rates shall be multiplied by factors of 55.0437% and 87.1271% to account for payroll and general overhead costs respectively. In addition, a 15% profit level is then added to arrive at total labor costs. This is a total multiplier factor of 3.3365 times direct payroll rates.

**Reimbursable Expenses**

1. Travel: Starts at the office and shall be at the then approved rate by the U.S. Internal Revenue Service, plus 15% profit.
2. Subsistence and Lodging: Actual Cost, plus 15% profit.
3. Express Charges and Postage, other than first class mail: Actual Cost, plus 15% profit.
4. Paper Prints: \$0.75 per square foot, plus 15% profit.
5. Special Tests and Services of Special Consultants: Actual Costs, plus 15% profit.

It is agreed that the Owner will make payment of each invoice presented by Commonwealth within thirty (30) days from the date of the invoice. Payments received after this time shall be subject to an interest charge of 1% per month.

## **PART 1 Project Description and Scope of Services Wastewater Collection System Flow Metering Greenfield, Indiana**

### **GENERAL:**

Commonwealth Engineers, Inc. (CEI) shall provide the City of Greenfield (City) with professional engineering services to which this scope of services applies. These services include serving as the City's professional representative for the Project, providing professional engineering consultation and advice, furnishing civil engineering services, and other customary services incidental thereto.

### **PROJECT DESCRIPTION:**

The goal of this project includes deploying temporary flow meters and rainfall gauges throughout the City's wastewater collection system. (See Figure #1 for the proposed temporary meter and rainfall locations). It is assumed that the data collected during the monitoring period will be utilized to calibrate a sanitary hydraulic model developed as a part of a forthcoming separate project.

### **SCOPE OF SERVICES:**

Detailed tasks are listed below:

#### **1.0 Flow and Rainfall Metering (HOURLY)**

- 1.1 Temporary Metering for 3 Months: CEI shall obtain the services of a qualified sub-consultant to install thirteen (13) temporary flow meters and two (2) rainfall gauges at key locations in the collection system. It is budgeted that the temporary flow meters and temporary rain gauges will be installed for three (3) months.

It is assumed that two (2) wet weather events with a recurrence interval of at least three (3) months will occur during the metering period. These wet weather events will be used for model wet weather calibration and validation. If the wet weather events do not occur during the metering period, the City may elect to extend the metering period as an optional additional service.

The flow and rainfall metering will be charged at a monthly rate. If the dry and wet weather events occur by the second month of metering, the City may elect to remove the meters, and a cost savings for the project could be realized. However, to end the metering period early, the City must provide at least two (2) weeks' notice to CEI before the third month of monitoring begins so that CEI can coordinate with the sub-consultant.

- 1.2 Review Metering and Rainfall Data: Review metering and rain gauge data for quality control during the metering period to ensure that it can be utilized to calibrate the wastewater collection system model.

CEI shall identify the temporary meters and rain gauges that are not operating properly and coordinate with the flow metering sub-consultant so that the defective meter / gauge can be remedied.

- 1.3 Rainfall Categorization: CEI shall categorize rainfall events according to frequency and duration utilizing the *Rainfall Frequency Atlas of the Midwest – Bulletin 71*. CEI shall provide a summary of rainfall events that have occurred during the metering period to the City on a weekly basis. CEI shall identify the dry weather spans and wet weather events that could be used for hydraulic model calibration and validation.

#### **SUMMARY OF DELIVERABLES**

- Temporary flow metering and rainfall gauge data (electronic files).
- Categorization of rainfall events according to frequency and duration utilizing the Rainfall Frequency Atlas of the Midwest – Bulletin 71.

*Exclusions: Services not set forth above and not listed in this proposal are specifically excluded from CEI's scope of work. CEI assumes no responsibility to perform any services not specifically listed herein.*

#### **OPTIONAL ADDITIONAL SERVICES (Not included in proposed scope and fee):**

Upon separate written authorization by the City and negotiated fees, Commonwealth Engineers can provide the following additional services:

- Install and maintain temporary flow meters and temporary rain gauges beyond the scoped amount and duration.
- Attend meetings / workshops.
- Other directed services beyond the scoped effort.

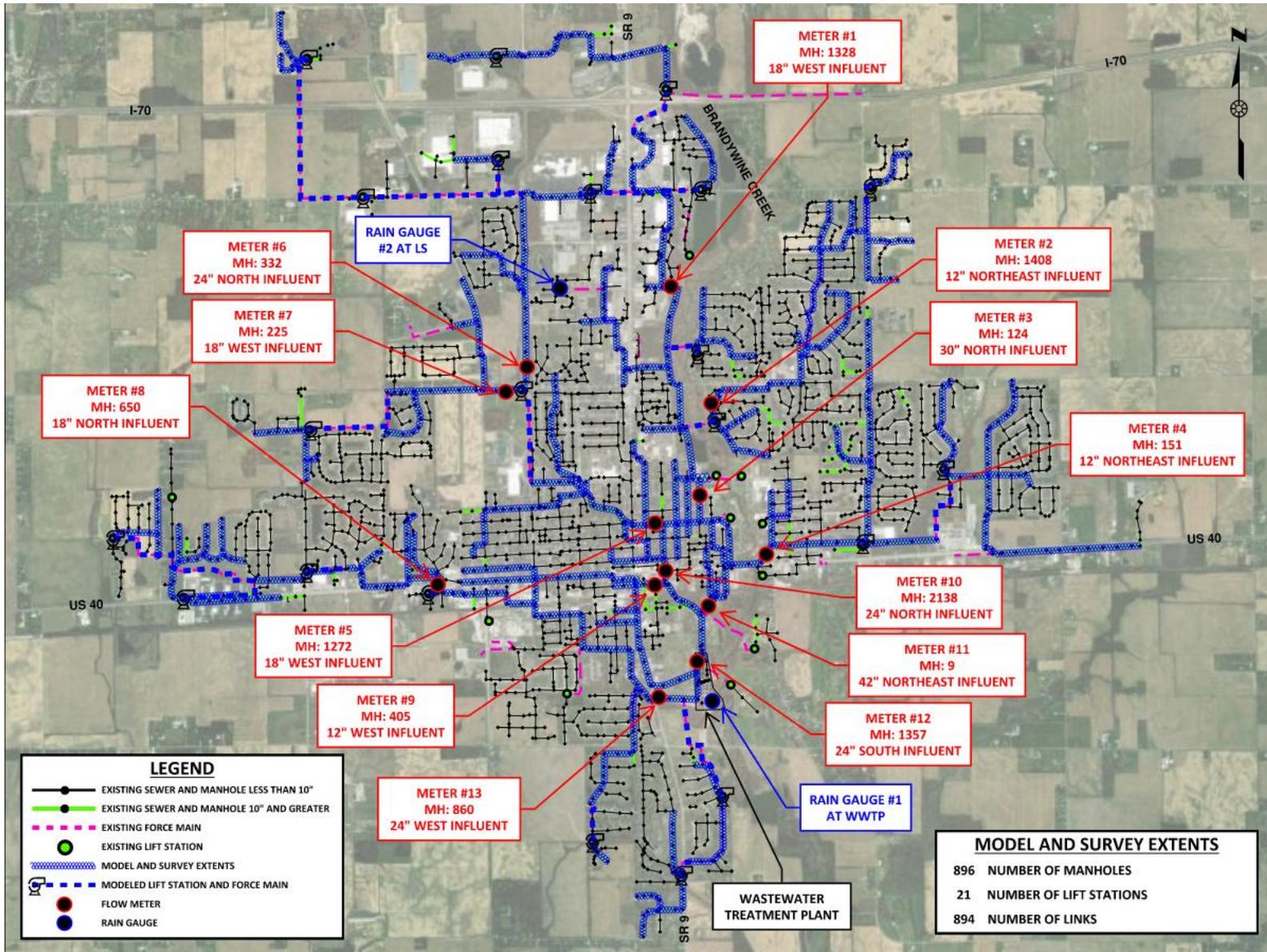


Figure 1: Proposed Temporary Metering and Rainfall Locations



**ENGINEERING FEE ESTIMATION**

<b>PROJECT NAME/DESCRIPTION:</b>	Greenfield Wastewater Collection System Flow Metering
<b>ESTIMATE DATE:</b>	4/8/2025
<b>PROJECT MANAGER:</b>	STONG   WILSON
<b>RATE YEAR WORK WILL BE COMPLETED:</b>	July 1, 2024 - June 30, 2025
<b>START DATE:</b>	TBD
<b>DURATION (MONTHS):</b>	3 MONTHS
<b>DIRECT LABOR MULTIPLIER:</b>	3.3365
<b>SUB-CONSULTANT ADMINISTRATIVE CHARGE:</b>	15%
<b>REIMBURSABLE EXPENSES ADMINISTRATIVE CH</b>	15%

TASK/HOUR SUMMARY														Total Hours	Direct Labor	Sub-Consultant	Expenses	Total Cost w. Multiplier		
EMPLOYEE NAME	Principal III	Principal II	Principal I	Project Manager IV	Project Manager I	Sr Electrical Engineer	Sr Process Engineer	Project Engineer IV	Project Engineer III	Project Engineer II	Project Engineer I	Engineer Intern I								
TASK																				
TASK 1 - FLOW AND RAINFALL METERING	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
1.1 Temporary Metering (3 Months, 13 Meters, 2 Rain Gauges)				1	2							6		9			\$565	\$104,850	\$122,463	
1.2 Review Metering and Rainfall Data					6							4	14	24			\$1,207		\$4,027	
1.3 Rainfall Categorization												4	8	12			\$547		\$1,825	
TASK 1 SUB-TOTAL	0	0	0	1	8	0	0	0	0	0	0	14	22	45			\$2,319	\$104,850	\$0	\$128,316
<b>GRAND TOTAL</b>	0	0	0	1	8	0	0	0	0	0	0	14	22	45			\$2,319	\$104,850	\$0	\$128,316



17322 Westfield Park Rd.  
 P.O. Box 405  
 Westfield, IN 46074  
 • Phone (317) 896-3700 • Fax (317) 896-9267

PROPOSAL FOR
COMMONWEALTH ENGINEERS INC: INDIANAPOLIS BRIAN WILSON 7256 Company Dr Indianapolis, IN 46237-9212 260-918-0855

PROPOSAL	
Proposal #	14133
Proposal Date	Mon Apr 7, 2025
Proposed By	Keith Hicks
Ship Via	

PROJECT NAME
<b>Gripp Inc Temporary Flow Study - Greenfield</b>

Qty	Part #	Name	Description	Rate	Amount
13		TFS	Temporary Flow Study  * Per Meter/Per Month Flow Study. Includes Professional Installation and Calibration. * Includes certified confined space entry for installation, removal, calibrations and any necessary maintenance of the meter during the study. Also, includes 24/7 internet real time data access via password protected website, final summary electronic report and raw data archive. Wireless data option enables authorized users to export and review flow data remotely.	\$2,400.00	\$31,200.00
2		TFS- RG	Temporary Flow Study Rain Gauge  * Per Meter/Per Month Flow Study - Rain Gauge. Includes Professional Installation and Calibration. * Includes installation, removal, calibrations and any necessary maintenance of the meter during the study. Also, includes 24/7 internet real time data access via password protected website, final summary electronic report and raw data archive. Wireless data option enables authorized users to export and review flow data remotely.	\$1,875.00	\$3,750.00

Proposal valid for 30 days from date of issue. Please send P/O number upon acceptance of this proposal to: <a href="mailto:orders@grippinc.com">orders@grippinc.com</a> UPS Ground Shipment Quoted – Overnight Service Available Major Credit Cards Accepted	<b>Sub-Total</b>	\$34,950.00
	<b>Sales Tax</b>	\$0.00
	<b>Total</b>	\$34,950.00

NOTES
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Gripp Inc to provide temporary flow study at (13) locations with (2) Rain Gauges;

CERTIFICATIONS
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- Teledyne/Isco Factory Trained Technicians • Confined Space Entry
- CCS • ARSC • ISN • AVETTA • OSHA 10